

Beaumont Fire-Rescue Services

STANDARD OPERATING GUIDELINES

401.05 – ALS Credentialing Process

Effective: 10/5/2015

Revised:

Replaces:

Anne Huff, Fire Chief

I. Guiding Philosophy

We do our best to insure that BFRS First Responders achieve and maintain the knowledge and skills necessary for providing quality emergency medical care to persons in need.

II. Purpose

The purpose of this policy is to establish a system for defining, maintaining and evaluating achievement of related knowledge, skills and abilities associated with the BFRS Advanced Life Support (ALS) First Responder Program.

III. Goals

The goals of this policy are to:

- A. Define the request, selection and approval requirements associated with the BFRS/BEMS Joint Training Program.
- B. Define the minimum requirements and time line to achieve initial credentialing.
- C. Communicate the minimum annual requirements for maintenance of credentials.
- D. Define the process for initiating and/or discontinuing incentive pay, removal and/or reinstatement on the ALSRT.
- E. Communicate BFRS/BEMS Joint Training Program and credentialing responsibilities.

IV. Definitions

- A. **ALSRT** – acronym for Advanced Life Support Response Team
- B. **FRT** – acronym for First Responder Training

V. Request, Selection & Approval Requirements for the BFRS/BEMS Joint Training Program

- A. Members applying for the BFRS/BEMS Joint Training Program must:
 - 1. Currently be TDSHS-certified as either EMT-I or EMT-P
 - 2. Be assigned to the Operations Section

3. Hold rank of Grades I through III
 4. Have successfully completed their probationary period
 5. Submit a Request for Training (RfT) for the BFRS/BEMS ALS FRT Class *(when announced)*
 6. Submit a Request for SORT Assignment (RfA) *(when announced)*
- B. Selection to begin the BFRS/BEMS Joint Training Program will be based on seniority in grade for qualifying applicants.
- C. The BFRS/BEMS ALS FRT class will be limited to a maximum of six (6) members per shift per credentialing class.

VI. Minimum Requirements and Time Line for Initial Credentialing

A. Minimum Requirements:

1. Complete BEMS ALS FRT Class, including benchmark evaluation
2. Five (5) Ride Outs with BEMS
3. Ten (10) Positive IVs
4. One (1) Intubation

NOTE:

If a candidate has not completed the required IVs and/or intubation he/she will be skilled tested after the completion of his/her five (5) required ride outs.

- B. Timeline for Completion: Three (3) months from the date of the BEMS ALS FRT Class

NOTE:

Consideration will be given if scheduled ride out dates must be rescheduled due to staffing in Operations. Other issues will be addressed on a case by case basis *(i.e.: sick leave, emergency leave, deployments, etc.)*

VII. Minimum Annual Requirements for Maintenance of Credentials

- A. Must attend 50% of scheduled BEMS classes (6 classes). One class per year may be made up with a self-study pack.
- B. Minimum score of 80% on protocol tests.

- C. Documented successful evaluations of all required benchmarks.

VIII. Process for Initiating/Discontinuing Incentive Pay

- A. The Program Manager will email the Fire Chief (*copy Operations Section Chief and Medical Service Branch Director*) the:
 - 1. Names of persons approved to begin the BFRS/BEMS ALS FRT class
 - 2. Date the class begins
- B. The Fire Chief will review and forward the information to the Payroll & Benefits Administrative Assistant to initiate incentive pay.
- C. Payroll & Benefits Administrative Assistant will:
 - 1. Initiate PAF to start incentive pay
 - 2. Add individuals listed to SORT workbook
- D. Discontinuing incentive pay, removal and/or reinstatement on the ALSRT will follow SOG 104.05 – Application, Approvals & Appointments to SORTs, Section IX- Removal & Reinstatement Processes.

IX. BFRS/BEMS Joint Training Program & Credentialing Responsibilities

- A. The Program Manager will:
 - 1. Obtain approval from the Operations Section Chief prior to scheduling a BFRS/BEMS ALS FRT class.
 - 2. Coordinate with BEMS to schedule a date for the BFRS/BEMS ALS FRT class.
 - 3. Communicate the date scheduled to the Operations Section Chief and insure it is placed on the Fire calendar.
 - 4. Email personnel of the credentialing opportunity and time line for submitting RFTs and RfAs.
 - 5. Consult with the Training Coordinator for the list of qualifying and approved members.
 - 6. Insure class size is limited to not more than 6 members per shift.
 - 7. Communicate with the approved members to schedule ride out dates with BEMS.
 - 8. Once confirmed with approved members and BEMS, schedule ride out dates with the appropriate Operations Deputy Chief.

9. Submit RfA forms to Operation Section Chief with the recommendation of Provisional Active Status.
10. Email the Fire Chief the list of class participants and class BFRS/BEMS ALS FRT class start date to approve initiation of incentive pay.
11. Process the completed ride-out forms and email them to BEMS.
12. Schedule evaluations with any participant needing to be checked off on his/her required skills.
13. Will issue the required BFR/ALS ID to the members who have completed the initial credentialing process.

B. Training Coordinator will:

1. Process the RfTs and compile a list by shift and seniority in grade.
2. Have the selected members fill out the RfA form.
3. Complete his/her portion of the RfA form and submit it to the Program Manager.

C. Individual Participants:

1. Will do his/her best to complete the initial credentialing process within the specified time period (3 months).
2. Will keep the Program Manager informed of any ride out dates that need to be rescheduled.
3. Are responsible for emailing the Program Manager either:
 - a. The completed BEMS ride out forms when completed with the 5 scheduled dates, OR
 - b. Completion of the required 10 IVs and 1 Intubation.
3. Achieve and maintain knowledge and skills proficiency as outlined in this policy, applicable training and performance benchmarks.